

USDA - NRCS HISPANIC EMPHASIS PROGRAM PLAN

GOAL A - A diverse South Carolina agency work force which provides equal opportunities for all employees and supports and promotes non-discrimination both in the work place and in program delivery.

ACTION ITEM	Estimated Completion Date			Cost of Action \$	SEPM Staff Days	Accomplishments Current Year Progress			
	FY 2008	FY 2009	FY 2010			12/31	3/31	6/30	9/30

XXX

Objective 1 Recruitment - Implement a minimum of 1 recruitment activities to increase local SC NRCS career opportunities and assist in the recruitment of a well qualified diverse federal work force.

A1a. - Facilitate the hiring of 2 full time permanent employees. One male and one female.	Sep-08	Sep-09			1				
A1b. - Participate in recruitment activities with the National HEPM.	Sep-08	Sep-09			1				
A1d. - Attend and actively participate in SC CR Committee Meetings	Sep-08	Sep-09							
Oct-08	x				1				
Jan-09		x			0.5				
Apr-09		x			0.5				
July,2009		x			0.5				
October, 2009.		x			0.5				

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Objective 2 - Implement a minimum of 2 recruitment activities to increase local, regional and national awareness of SC NRCS career opportunities and assist in the recruitment of a well qualified diverse federal work force.

A2a. Work with CR committee, Human Resources, and Public Affairs to develop new recruitment and/or agency career marketing strategies (i.e.. posters, banners, displays).	Sep-08	Sep-09			1				
A2c. Participate in recruitment activities with state and the National HEPM to an out of state college/university meeting agency hiring qualification standards.	Sep-08	Sep-09		1,500.00	4				
- Enrollment of Hispanic career candidates	Sep-08	Sep-09							
A2d. Participate in recruitment/networking activities statewide and/or local college/universities meeting agency hiring qualifications standards.	Sep-08	Sep-09		\$150.00	2.5				
A2e. Work with National HEPM to develop a student and candidates database. Will be the main source to contact qualify candidates.	Sep-08	Sep-09							
A2f. Participate in youth activities like Envirothon.	Sep-08	Sep-09			0.5				
A2g. Actively distribute SC vacancy announcements to NOPHNRCSE members.	Sep-08	Sep-09							
A2h. Help HR to provide information about housing, employment, etc. to new employees/students.	Sep-08	Sep-09			0.5				

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Objective 3 - Increase overall awareness of CR programs and activities throughout the agency and amongst the conservation partnership by implementing informational strategies.									
A3a. CR Training at SC Area NRCS Meetings	Sep-08	Sep-09		\$250.00	1				
A3b. Submit a informative articles on CR activities, cultural awareness and acquire and distribute cultural posters.	Sep-08	Sep-09			0.5				
- Hispanic Heritage Month					4				
A3c. Complete and distribute an annual report of accomplishments		Sep-09			2				
A3d. Assist SC CR committee in development and dissemination of brochure explaining SC CR programs.	Sep-08	Sep-09			1				
Objective 4 - Participate in a minimum of 2 training session annually to increase the over-all awareness and proficiency of South Carolina Special Emphasis Program Managers.									
A4a. National organization of Professional NRCS Employees participation.	Sep-08	Sep-09							
- NOPHNRCS				\$2,300.00	6				
A4b. Participate in a office CR compliance review.	Sep-08	Sep-09			1				
Objective 5 - Implement 2 strategies that will address recruitment barriers, retention, and promote career enhancement opportunities.									
A5a. Implement a SEPM group meeting to identify barriers and opportunities to address CR issues and achieve agency CR goals.	Sep-08	Sep-09			2				
A5b. Work with HR on analyzing parity issues and discuss ways of increasing workforce diversity.	Sep-08	Sep-09			1				
SUBTOTAL: (OBJECTIVE A)				\$4,200.00	32				

Base on 15% of the time to accomplish the collateral duty